

Family Forest Fish Passage Program Application Instructions and Forms

20a

DECEMBER 2003

FOR USE IN EARLY ACTION 2003/04
GRANT CYCLE ONLY

***The Office's mission is to
provide quality service to our
boards and the public while
providing for recreation
opportunities and protection of
fish and wildlife.***

Family Forest Fish Passage Program

Early Action 2003/04 Application Instructions and Forms

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Family Forest Fish Passage Program

Early Action 2003/04 Application Instructions and Forms

Introduction	This application manual is to be used by sponsors for landowner projects that have been selected by the Department of Natural Resources (DNR) for Family Forest Fish Passage Program funding. The instructions and forms contained in this manual are to be used for the Early Action 2003/04 Application Cycle ONLY and are to be submitted to the Office of the Interagency Committee (OIAC).		
Contacting OIAC staff	Natural Resources Building 1111 Washington Street SE P.O. Box 40917 Olympia, WA 98504-0917	Voice FAX TDD E-mail Web Page	(360) 902-2636 (360) 902-3026 (360) 902-1996 Salmon@iac.wa.gov http://www.iac.wa.gov/srfb/
	OIAC responsibilities include providing assistance to sponsors and landowners with application questions, issuing and administering contracts, providing reimbursements, and monitoring progress on project implementation. OIAC staff available to assist you are:		
	Rollie Geppert Brian Abbott Marc Duboiski Tara Galuska Barb McIntosh Mike Ramsey	RollieG@iac.wa.gov BrianA@iac.wa.gov MarcD@iac.wa.gov TaraG@iac.wa.gov BarbaraM@iac.wa.gov { HYPERLINK "mailto:MichaelR@iac.wa.gov" }	(360) 902-2587 (360) 902-2638 (360) 902-3137 (360) 902-2953 (360) 902-3001 (360) 902-2969
Contacting DNR SFLO staff	Natural Resources Building 1111 Washington Street SE P.O. Box 47012 Olympia, WA 98504-0917	Voice FAX E-mail Web Page	(360) 902-1400 (360) 902-1428 sflo@wadnr.gov { HYPERLINK "http://www.dnr.gov/sflo/" }
	Department of Natural Resources (DNR) Small Forest Landowner		

Office (SFLO) responsibilities include issuing the program guidelines, enrolling landowners in the program, determining the projects to be funded, and reporting to the Legislature. DNR staff available to assist you are:

Jed Herman	Jed.Herman@wadnr.gov	(360) 902-1684
Kirk Hanson	Kirk.Hanson@wadnr.gov	(360) 902-1391
Janet Pierce	Janet.Pierce@wadnr.gov	(360) 902-2511

**Contacting
WDFW staff**

Natural Resources Building
1111 Washington Street SE
P.O. Box 41091
Olympia, WA 98504-1091
"http://www.wa.gov/wdfw/" }

Voice
FAX

(360) 902-2534
(360) 902-2946

Web Page

{ HYPERLINK

Washington Fish and Wildlife (WDFW) responsibilities include identifying and prioritizing fish blockage on small forestlands. WDFW staff available to assist you are:

Brett DeMond	Demonsbd@dfw.wa.gov	(360) 902-2550
David Whipple	Whippdaw@dfw.wa.gov	(360) 902-2847

WDFW's Habitat Program, Environmental Restoration Division staff are available to provide technical assistance to applicants for the design and development of barrier correction projects. The Habitat Program provides design standards and performs technical review of fish passage and other habitat restoration and development projects. This technical review is required for approval through the Hydraulic Project Approval (HPA) process and is especially critical for fish passage projects. Additional information is available on the WDFW Web page at: <http://www.wa.gov/wdfw/hab/engineer/habeng.htm>

All fish passage projects must meet state fish passage criteria. WDFW has developed *Fish Passage Design at Road Culverts Manual* to guide in the implementation of fish passage projects.

**DNR SFLO
Program
Guidelines**

Applicants should refer to the DNR SFLO *Family Forest Fish Passage Program Guidelines* for policies governing this program. This policy manual covers the type of projects that are eligible and ineligible, how to enroll in the program, and other important information.

Landowners interested in enrolling in the program must submit an *Application for Fish Passage Barrier Evaluation* form (Appendix A) to DNR SRFO by **January 31, 2004**. Applications that are illegible, incomplete, or postmarked after the due date will be considered in the next grant cycle.

**Eligible
Applicants**

Eligible applicants are small forest landowners.

A small forest landowner is defined in section 11 of SSHB 1095 as an owner of forest land who, at the time of submission of required documentation to the department, has harvested from his or her own lands in this state no more than an average timber volume of two million board feet per year during the three years prior to submitting documentation to the department and who certifies that he or she does not expect to harvest from his or her own lands in the state more than an average volume of two million board feet per year during the ten years following the submission of documentation to the department. However, any landowner who exceeded the two million board feet annual average timber harvest threshold from their land in the three years prior to submitting documentation to the department, or who expects to exceed the threshold

during the following ten years, shall still be deemed a "small forest landowner" if he or she establishes to the department's reasonable satisfaction that the harvest limits were, or will be, exceeded in order to raise funds to pay estate taxes or for an equally compelling and unexpected obligation, such as for court-ordered judgment or for extraordinary medical expenses.

**Eligible
Project
Types**

Eligible projects types are those projects that correct fish passage barriers. A description of different types of fish passage barrier corrections is found in Appendix D.

**Application
Process**

Upon receipt of a small forest landowner enrolling in the program, a DNR forester or WDFW Biologist will contact the landowner for an on-site inspection. The staffer will determine if there is a fish passage barrier on the property using a FFFPP: Barrier Evaluation Form.

If a fish passage barrier exists, the fish passage team (comprised of DNR, WDFW and OIAC), in consultation with lead entities, will determine the priority of the project using a FFFPP: Expanded Barrier Evaluation Form. The DNR will determine the projects to be funded and notify landowners.

Once a project has been designated for funding, the sponsor must complete the application forms included in this manual, and send them to the OIAC. A sponsor may be a landowner, Regional Fisheries Enhancement Group, Conservation District, or other. OIAC staff will review the application materials and discuss the details with the sponsor.

Once the application materials are finalized, the sponsor may be required to submit additional materials, such as a landowner agreement (Appendix C - Landowner Agreement requirements) and proof of the match. After all the requirement materials are finalized, OIAC staff will develop a project agreement. A copy of the Project Agreement and General Provisions can be found in the OIAC Manual #7 and located on the website at: http://www.iac.wa.gov/srfb/grants/salmon_recovery_documents.htm

During the construction phase of the project, OIAC staff will review and approve reimbursements and monitor the project progress. At the completion of a project, staff from DNR, WDFW, and/or OIAC will perform a site visit to close the project out.

**Application
Requirements**

The following application materials must be submitted in order for a project to be considered for funding by the OIAC:

- ☑ ***Application Authorization Form.*** Applicants must complete an application authorization form for all the projects submitted.
- ☑ ***Application Forms.*** Submit application forms as outlined in this manual. An application is required for each barrier proposed for removal.

Sponsors are encouraged to use the on-line computer system, PProject Information System (PRISM). This automated tool provides

the ability, through the Internet, to submit much of your application. See Appendix F for more details.

We ask for your patience and cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also respect the public's need to know "where the money goes."

- ☒ ***Project Partnership Contribution Form.*** Applicants that are partnering with another organization on this project should provide a letter containing the information found in Appendix B.

Applicability

Not all forms and check boxes in the application forms are applicable to every grant proposal. Complete only those sections required for your project. It is possible that you will have only one or two items on any particular form.

Matching and Donated Resources

A small forest landowner's match obligation may be provided by either a direct monetary contribution or in-kind services.

In-kind serves may include labor, equipment, materials, and other sponsor-provided services determined by the state to have an appropriate value to the correction of a particular fish passage barrier. See Appendix E for how to value donations.

Matching requirements are dependent on a number of factors. If a single barrier is proposed for correction, the landowner is required to pay 25% or \$5,000, whichever is less of the project's cost.

If multiple barriers are proposed for correction, a landowner is required to provide matching funds according to a sliding fee scale based on the amount of timber harvested annually from their ownership(s). The following chart outlines a landowner's responsibility for multiple barrier projects.

Average Annual Board Feet Harvest	Maximum Match Required Per Calendar Year (for multiple projects)	
	Western Washington	Eastern Washington
Less than 500,000	\$8,000	\$2,000
Between 500,000 and 999,999	\$16,000	\$4,000
Between 1,000,000 and 1,499,999	\$24,000	\$12,000
Greater than or equal to 1,500,000	\$32,000	\$16,000

Reimbursements

The grant program is operated on a reimbursement basis. The sponsor must expend funds and provide documentation for expenditures prior to receiving compensation. Periodic progress billings are permitted.

Family Forest Fish Passage Application Checklist

The following application materials must be submitted for each project funded

Available in PRISM	✓	Item	Section
		Application Authorization Memorandum	
✓		General Application Information	Section 1
✓		Applicant / Organization Information	Section 2
✓		Project Contact Information	Section 3
✓		Short Description of Project	Section 4
✓		Summary of Funding Request	Section 5
✓		In-stream Passage Cost Estimate	Section 6
✓		Application Questionnaire	Section 7a
✓		Non-Profit Questionnaire	Section 7b
✓		Permits	Section 8
		Project Partnership Contribution Form	Applicant Creates

Application Authorization Memorandum

Each organization submitting a project must complete this form.

TO: Office the Interagency Committee (OIAC)
P.O. Box 40917
Olympia, Washington 98504-0917

FROM: _____
(applicant name)

I hereby request financial assistance for the Family Forest Fish Passage project(s) described below from State and Federal sources as may be available. This application is prepared with knowledge of and in compliance with Department of Natural Resources policies and procedures for this program. Further, we agree to cooperate with the OIAC by furnishing such additional information as may be necessary to execute an OIAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, is paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., become the property of OIAC and may be used by OIAC for education, information, or other non-commercial purposes in publications, presentations or on the OIAC web site.

Project Name(s): _____
(Attach list _____
if necessary) _____

I/we certify that to the best of my/our knowledge, the data in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative: _____
(signature) (date)

Printed Name and Title: _____

1. General Application Information

Project Name

Project Type (check one)

☒ **Restoration** (fish passage)

2. Applicant / Organization Information

Organization Name

Organization Type (check one)

☐ City/Town

☐ County

☐ Private Landowner

☐ Conservation District

☐ Native American Tribe

☐ Non-profit Organization

☐ RFEG

☐ Special Purpose District

☐ State Agency

Organization Address

Address

City/Town

State, Zip

Telephone #

FAX #

Internet e-mail address

3. Project Contact Information

Complete one for each contact.

☐ Mr. ☐ Ms. Title

First Name

Last Name

☐ Primary Contact OR ☐ Alternate Contact

Contact Mailing Address

Address

Work Telephone #

City/Town

FAX #

State, Zip

Internet e-mail address

4. Short Description of Project

Provide a short description of the project –
what will be done, what the anticipated benefits will be.

NOTE: Many audiences, including the Salmon Recovery Funding Board (SRFB), media, legislators, and the public who may inquire about your project use this description. Provide as clear, succinct and descriptive an overview of your project as possible.

Provide a short project description. Include the stream name, location within the watershed, and the species benefited. Describe the proposed fix and the amount of upstream habitat that will be opened up for fish. Include information on project partners participating in this project.

*The database limits this space to 1500 characters (including spaces);
any excess text will be deleted.*

5. Summary of Funding Request

Remember to update this section whenever changes are made to your cost estimates.

Complete only those items that apply to your project.

For help determining values for matching contributions, see Appendix E.

A. TOTAL PROJECT COST

(Sponsor Match & FFFPP Contribution)

\$ _____

B. Sponsor Match Contribution

Appropriation/Cash \$ _____

Bonds - Council \$ _____

Bonds - Voter \$ _____

Cash Donations \$ _____

Conservation Futures \$ _____

Donations

Donated Equipment \$ _____

Donated Labor \$ _____

Donated Land \$ _____

Donated Materials \$ _____

Donated Property Interest \$ _____

Force Account

Force Acct - Equipment \$ _____

Force Acct - Labor \$ _____

Force Acct - Material \$ _____

Grants*

Grant - Federal \$ _____

Grant - Local \$ _____

Grant - Private \$ _____

Grant - State \$ _____

Total Sponsor Match Contribution

\$ _____

C. FFFPP Contribution (grant request)

\$ _____

B + C = A. TOTAL PROJECT COST is the Sponsor Contribution plus the FFFPP Contribution.

*Note, be sure to identify the name and type of any matching grant in the Application Questionnaire - Section 7a.

Note: The Total Project Cost must equal the totals from the following Cost Estimate in Section 6.

6. In-Stream Passage Cost Estimate

IN-STREAM PASSAGE includes those items that affect or provide fish migration up and downstream to include road crossings (bridges and culverts), barriers (dams, log jams), fishways (ladders, chutes, pools), and log and rock weirs.

Complete only items that apply to your project.

TOTAL COST must include the FFFPP and Sponsor's Match Contribution.

Use only whole dollar amounts.

Item	Unit	Qty.	Total Cost	Description Needed	Description (60 characters max.)
Bridge	Each			Length/width	
Culvert improvements	Each			Describe	
Dam removal	Each			Describe	
Debris removal	Each			Optional	
Fishway	Each			Length/width	
Log control (weir)	Each			Optional	
Mobilization	Lump sum			Optional	
Permits	Lump sum			Optional	
Rock control (weir)	Each			Optional	
Roughened channel	Linear ft			Describe	
Site maintenance	Lump sum			Describe	
Traffic control	Lump sum			Describe	
Utility crossing	Lump sum			Describe	
Water management	Lump sum			Describe	
Work site restoration	Acres			Describe	
Sales Tax					
Sub-Total					
Architecture, Engineering, & Admin. (30% of Sub-Total)					
TOTAL COST					

7a. Application Questionnaire

All applicants must answer the following questions.

Project Costs

For any grants listed in Section 5 - Summary of Funding Request, are there any restrictions on the use of these grant funds? When and how long will the grant funds be available to this project?

Describe the type of donated labor (skilled and unskilled), donated equipment, and donated materials that will be used for this project, identified in Section 5 - Summary of Funding Request.

7b. Application Questionnaire

Non-profit organizations must answer the following questions.

Is your organization registered as a non-profit with the Washington Secretary of State? If so, what is your Unified Business Identifier (UBI) number?

What date was your organization created?

How long has your organization been involved in salmon and habitat conservation?

8. Permits

Check the appropriate boxes to indicate required and/or anticipated permits.
General permit information can be obtained at the Dept. of Ecology Permit Assistance Center 1-800-917-0043 or on their Internet site
<http://www.ecy.wa.gov/programs/sea/pac/index.html>.

Permits	Comments Regarding Permit Status
<input type="checkbox"/> Dredge/Fill Permit [Section 10/404 or 404] (<i>US Army Corps of Engineers</i>)	
<input type="checkbox"/> Endangered Species Act Compliance [ESA] (<i>US Fish & Wildlife/NMFS</i>)	
<input type="checkbox"/> Forest Practices Application [Forests & Fish] (<i>Dept of Natural Resources</i>)	
<input type="checkbox"/> Hydraulics Project Approval [HPA/JARPA] (<i>Dept of Fish & Wildlife</i>)	
<input type="checkbox"/> Other Required Permits (identify)	
<input type="checkbox"/> None – No permits Required	

Appendix A: Application For Fish Passage Barrier Evaluation

On May 14, 2003, the Washington State legislature passed a law that created a financial and technical assistance program to aid small forest landowners with fixing fish passage barriers. A fish-passage barrier is any artificial in-stream structure such as a culvert, dam or road crossing that impedes the free passage of fish. For a summary of this law and a full explanation of the program, please refer to the Family Forest Fish Passage Program manual that has either accompanied this application or is available from the Small Forest Landowner Office (SFLO).

If you think you may have an in-stream barrier and are interested in receiving either financial or technical assistance with replacing this barrier, please complete this application and either submit it along with your Forest Practices Application, your Checklist Road Maintenance and Abandonment Plan or send directly to the SFLO. When the SFLO receives your application, a field representative will contact you to set up a date for a site visit to determine whether you have a barrier. If it is determined during the site visit that you do not have a barrier, you will no longer be enrolled in the program. If it is determined during the site visit that you do have a barrier, the barrier will be placed on a prioritized list and will be eligible for cost-share funding when the barrier becomes a priority within your watershed and funding becomes available. You may also elect to fix the barrier at your own expense.

{ FORMCHECKBOX } I choose to enroll in the Family Forest Fish Passage Program and would like to have my in-stream structure evaluated for eligibility. I understand that by submitting this initial application for fish passage barrier evaluation, I will be contacted by a field representative who will make a site visit to further evaluate my barrier.

{ FORMCHECKBOX } I choose not to enroll in the Family Forest Fish Passage Program and I will be responsible for removing or repairing any artificial fish passage barrier existing on my forest roads at my own expense.

Landowner(s) name: _____

Landowner(s) signature: _____ Date: _____

Mailing Address: _____

City, State, Zip: _____

E-Mail Address (optional): _____

Telephone Number: _____

Legal Description: Section(s): _____ Township: _____ Range: _____ East or West

County Assessor Parcel Number(s): _____

FPA# (if applicable): _____

Small Forest Landowner Office
P.O. Box 47012, Olympia, WA 98504

360-902-1400, { HYPERLINK "mailto:sflo@wadnr.gov" }, www.dnr.wa.gov/sflo/

Appendix B: Project Partnership Contribution Form

Project Partner:

Partner Address:

Contact Person:

☐ Mr. ☐ Ms. Title

First Name: Last Name:

Contact Mailing Address:

Contact E-Mail Address:

Description of participation:

Estimated value to be contributed: \$ _____

Partner's signature

Date

Appendix C: Landowner Agreement

A sponsor must obtain a landowner agreement when a project is occurring on land not owned, or otherwise controlled, by the sponsor for salmon restoration projects. The OIAC has developed a landowner agreement or a sponsor may use its own landowner agreement, however it must contain the following elements:

- Start and end date. The agreement must be in effect for at least ten (10) years from the start of the project
- Landowner name and address
- Grantee name and address
- Purpose of the landowner agreement
- Grantee Responsibilities
- Landowner responsibilities
- Change in ownership notification
- Signatures of landowner and grantee

Provide a copy of the landowner agreement to the OIAC.

**A copy of the OIAC landowner agreement is located on the agency web page at:
<http://www.wa.gov/iac/srfbdocuments.html>**

Appendix D: Fish Passage Element Definitions

IN-STREAM PASSAGE includes those items that affect or provide fish migration up and downstream to include road crossings (bridges and culverts), barriers (dams, log jams), fishways (ladders, chutes, pools), and log and rock weirs.

Bridge – A water-crossing (over-water structure) that retains or restores natural channel conditions; maintains ecological connectivity; avoids geologically unstable areas; considers cumulative culvert impact for direct loss of habitat; and minimizes streambank vegetation disturbance.

Culvert improvements – The removal and/or installation of either a new or replacement of a stream conduit structure to enable fish passage and stream function (e.g. water flow) under a stream crossing such as a road or a bridge.

Dam removal – Work to remove any human-made structure that results in an abrupt change in surface water elevation (e.g. a concrete water diversion structure, or a failed log control system along a stream). Dams are removed because they may impede fish and sediment passage.

Debris removal – Work to remove any non-living unwanted material at a restoration or acquisition site (e.g. human-made materials such as derelict vehicles and garbage, or natural materials such as landslide materials including soil and gravel).

Fishway – A structure or system that is designed to facilitate fish passage. Components of a fishway may include: fish attraction features, a barrier dam, entrances, auxiliary water systems, collection and transportation channels, a fish ladder, an exit, and operating and maintenance standards. Fishways can be formal concrete structures, pools blasted in the rock of a waterfall, or log controls in the bed of a channel. Fishways can be divided into five classifications based on their hydraulic design and function: pool and weir, vertical slot, roughened channels, hybrid fishways, and mechanical fishways. Culverts (even if “fish friendly”) do not count as fishways.

Log control (weir) – A log structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

Mobilization – Getting necessary equipment or supplies (earth-moving equipment, for example) moved to the project work site in order to begin construction/restoration work. Does not include procurement of supplies or equipment to be used during construction/restoration.

Permits – Any work related to applying for and securing necessary construction permits from various governmental agencies in order to legally perform work on the project site(s).

Rock control (weir) – A rock structure placed in the streambed to influence water flow, gradient, sediment, bed elevation, or other stream functions.

Roughened channel – Work related to increasing coarseness and texture in the stream channel using natural streambed materials such as baffles, rocks, boulders, or log structures in order to reduce water velocity and facilitate fish passage.

Site maintenance – Any work related to preserving the project worksite as it was constructed in order to protect the original investment and intent of the project. May include weeding, repairs related to weather damage, vandalism, etc.

Traffic control – Any work related to managing vehicular travel in and around the work site during or after the project construction period (includes traffic signals). For example, traffic may need to be temporarily re-routed to avoid a construction area, or permanently re-routed.

Utility crossing - Connecting, reconnecting, or moving electrical, phone, cable, natural gas, water or sewer lines.

Water management – Example is routing water around a project while under construction or off-site watering.

Work site restoration – Work related to returning a work site to its original state after project construction work is completed. May include contouring the landscape to a proper angle of repose, re-connecting utilities, revegetation, fencing, etc.

Appendix E: Valuing Donations, Corrections Labor

Introduction	<p>This section summarizes policies regarding a sponsor's donation to a project for purposes of matching the grant.</p> <ul style="list-style-type: none"> • All donations must be an integral and necessary part of an approved project. • The maximum reimbursed by the OIAC shall never exceed the cash expended on the project. • All donations must be documented for reimbursement purposes. • Except for cash, all donations must be in one of the following categories. • Portions of a donation not used as a match may not be carried over to another project.
Donated Equipment	<ol style="list-style-type: none"> 1. Definition—The use of equipment for project purposes with no financial reimbursement. 2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways: <ol style="list-style-type: none"> a. Through publications that provide the national or regional average rates for construction equipment, or b. Through the rates set by nearby federal, state, or local agencies that own the same equipment. 3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek OIAC staff approval of an additional equipment classification. The request to OIAC should include the equipment description, recommended hourly/daily/weekly rate, and information to support the recommended rate. 4. Under no circumstances will OIAC allow equipment donations to exceed the replacement value of the equipment. 5. Equipment shall always be valued at the most economical rate –hourly, daily, weekly, etc. 6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes. 7. Use of personal vehicles shall always be valued at a “per mile” cost not to exceed the federal rate. 8. Stock shall be valued at no more than \$45/day/per animal. 9. Equipment operator services must be valued separately and listed as Donated Labor. 10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune-ups, and lubrication.
Donated Labor	<ol style="list-style-type: none"> 1. Definitions: <ol style="list-style-type: none"> a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time. b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonable justify (and document) valuing the individual's time at a higher value. 2. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.

	<ol style="list-style-type: none"> 3. Sponsors can value unskilled labor at no more than the statewide mean wage for "Landscaping and Grounds-Keeping Workers" as determined by the Employment Security Department (ESD) or use the OIAC \$11.00 per hour rate for 2002. 4. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting http://www.wa.gov/esd/lmea/labrmrkt/byarea.htm. 5. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek OIAC staff approval of an additional job classification. The request to OIAC should include the job description, recommended volunteer wage, and information to support the recommended wage. 6. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time will begin once the volunteer leaves their home or the agency/organization work station, whichever is closer to the work site. 7. A volunteer's travel time is not considered a donation if they are reimbursed for their mileage/transportation costs. 8. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.
Donated Materials	<ol style="list-style-type: none"> 1. Definition—Materials provided to the project applicant for no cost. 2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.
Corrections Labor	<ol style="list-style-type: none"> 1. Definition—Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time. 2. Sponsors can value corrections labor according to OIAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by OIAC's donated labor policy) can be claimed as a donation. <p><i>Example: The worker is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of \$22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim \$21.65 an hour as a (non-reimbursable) donated labor match for an OIAC project.</i></p>

Appendix F: PRISM Information

What is P*RO*ject Information System (PRISM)?

PRISM is a comprehensive, automated Grant Management System, designed and developed for the Interagency Committee for Outdoor Recreation (IAC), to be used by applicants and sponsors. All facets of the grant process have been automated. The automation begins with on-line grant applications, assists grant evaluations, produces contract documents, management reports, compliance inspections, billing and concludes with the grant closeout phase.

How Does PRISM Help Our Applicants/Sponsors?

- Submit and modify grant application on-line
- View status of application, contract and billings
- Print reports (such as the Project Summary, Evaluation Results)
- View other applicant projects for cost estimates and local/state coordination
- Access evaluation results, committee action and meeting schedules
- Download reports to Word and Excel to meet your organization's reporting needs
- Review data with project managers from remote sites
- Calculates costs accurately

What Do You Need To Be Up and Running on PRISM?

Minimum Hardware Requirements:

- 486/66 CPU
- 16 meg Ram
- 30 meg Hard Drive Space
- Mouse
- Standard VGA Monitor

Minimum Software Requirements:

- Windows 95, 98, NT 4.0 workstation/server, or 2000 professional/server
- Connection to an Internet Service Provider (ISP)
- PRISM software

How Can I Obtain Information PRISM?

- Access Agency Web page at: <http://www.wa.gov/iac/srfbprism.html>
- Download PRISM software to your computer, per instructions
- Request a Logon and Password via E-mail
- Access PRISM from your computer
- Use on-line help for navigating in PRISM

Contact Karen McDonald at (360) 902-3018 or KarenM@iac.wa.gov if you have any questions with PRISM.

PRISM Access Request Form

PRISM USER INFORMATION

Title: ☐ Mr. ☐ Ms. ☐ Dr.

First Name:

Last Name:

Street Address:

City:

State / Zip Code:

Day Phone Number:

Fax Number:

E-Mail Address:

Job Title:

ACCESS TYPE FOR THIS PRISM USER

☐ Applying for Grants

☐ Other (specify):

ORGANIZATION INFORMATION

Organization User is Representing:

Organization Type:

Organization Street Address:

Organization City:

Organization State / Zip:

Organization Phone Number:

OIAC STAFF USE ONLY

Assigned ID:

Effective Date:

Assigned Password:

User Security Group:

OIAC Staff Initials: